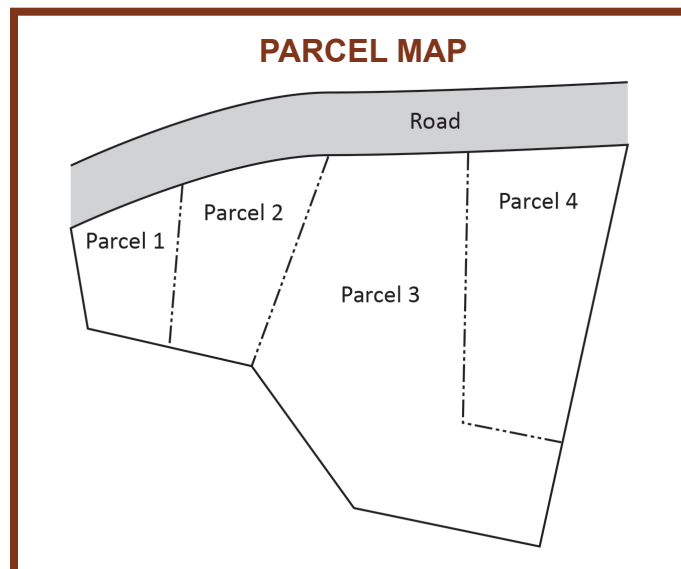


# Parcel Map



## What is a Parcel Map?

A Parcel Map is used to subdivide property into four or fewer parcels (five or more in some limited circumstances). A Parcel Map is a map that shows the shapes and sizes of proposed lots, streets, and other features. A Parcel Map is usually used to subdivide one existing parcel into two, three, or four parcels. If enough parcels already exist and their shape is being changed, a lot line adjustment is usually used instead.



## What You Will Need to Apply for a Parcel Map

To apply for a Parcel Map, you'll need to have a property deed or proper documents that show the sizes and shapes of the proposed parcels. These include a current preliminary title report, written authorization from the property owner(s) (if the applicant is not the owner), a legal description of the proposed Parcel Map prepared and stamped by a licensed surveyor or engineer, maps showing the location of the property and the proposed parcels, and a completed environmental questionnaire.

You'll also need to submit a completed City application, a deposit as listed in the [Planning Fees Brochure](#), and a Real Time Account application for the actual expenses processing the application. You can request a refund of any remaining unused funds from the initial deposit following the recordation of the map. A separate deposit to cover the cost of environmental processing may also be required—check with the Community Development Department.

## Who Approves Parcel Maps?

Once all required documents and maps are received and reviewed by all affected departments, a decision will be made by the Map Advisory Committee, made up of City staff from various departments. Before approving a Parcel Map, the City will make sure that all of the parcels conform with City zoning requirements (the Chico Community Development Department can help with this), and that all of the documents and maps have been properly prepared. The Map Advisory Committee will hold a public hearing on your project and notices will be sent to the

## Who Approves Parcel Maps? (Continued)

surrounding property owners within a 300-foot radius of the proposed Parcel Map. The Map Advisory Committee may impose conditions that need to be satisfied before the Parcel Map can be recorded.

The Committee's decision to approve or deny a Parcel Map can be appealed to the City Council.

## After Your Parcel Map is Approved

After your Parcel Map is approved, a Final Parcel Map must be filed with the County Recorder. This is important, since the proposed lots will not exist until the Parcel Map is recorded.

You will also need to record a Deed that reflects the change in the property. A qualified expert can help you with this (the City cannot recommend who you should hire to do this).

Finally, you may be required to re-install monuments (official markers embedded in the soil) that may have been removed or damaged. You will be notified by the City if this needs to be done.

## Steps in the Process (Simplified)

STEP 1 - Decide on the shapes and sizes of the parcels as you wish them to be (Be sure to check with the City to make sure these comply with the property's zoning)

STEP 2 - Hire a professional to prepare the documents

STEP 3 - Submit a City application and fees

STEP 4 - City reviews the application

STEP 5 - Notices of the public hearing to be held by the Map Advisory Committee will be sent to the surrounding property owners within a 300-foot radius of the Parcel Map

STEP 6 - Map Advisory Committee meets to discuss the proposed Parcel Map

STEP 7 - If approved by the Map Advisory Committee, City issues an official approval letter (which may include conditions of approval)

STEP 8 - A Final Parcel Map may be needed; this is reviewed and approved by the Director of Community Development

STEP 9 - Record the Parcel Map with the County Recorder (conditions may need to be satisfied before this can occur). File a Deed with the County Recorder to reflect the Parcel Map

STEP 10 - Parcel map is recorded and lots have been created!

STEP 11 - Apply for a refund of any remaining funds from the initial deposit

## For More Information

Detailed information about Parcel Maps can be found in section 18.07.020 of the Chico Subdivision Code.

You may need to contact these departments and agencies:

**City of Chico Community Development:** (530) 879-6800

**City of Chico Public Works:** (530) 879-6900

**County of Butte Recorder:** (530) 552-3400

For detailed regulations related to Parcel Maps and related topics, please consult these documents:

**Chico  
Subdivision  
Code:**



**Chico  
Zoning  
Code:**



**City  
Application  
Forms:**

